

EMPLOYMENT OPPORTUNITY

OPEN TO: All Interested Candidates

POSITION: House Manager/Housekeeper

OPENING DATE: January 18, 2007

CLOSING DATE: February 1, 2007

WORK HOURS: Full-time, 48 hours/week

MONTHLY SALARY: \$300.00 (During initial Trial Period)

The Deputy Chief of Mission (DCM) of the United States of America to Hanoi is seeking an individual for a full-time employment in Hanoi for the House Manager/Housekeeper position.

BASIC FUNCTION OF THE POSITION

The incumbent of this position will be the principal staff member at the official residence of the Deputy Chief of Mission of the U.S. Diplomatic Mission to Vietnam. The incumbent will perform House Manager/Housekeeper duties and supervise a staff of two (2) persons. The incumbent will be responsible for the efficient operation of the residence.

1. Accounting and finance:
 - Manage household Finances.
 - Purchase of ORE household items (Except food).
 - Be responsible for accounting for ORE and representation expenses.
 - Collection of representation funds from U.S. Embassy.
2. Overall maintenance:
 - Ensure house is in good order and report and fix all problems.
 - Supervise the work of staff and report to Employer.
 - Directly participate in cleaning of the residence and grounds.
 - Ensure adequate supply of household items at all times.
 - Ensure economical management and usage of household items.
 - Be responsible for house content and security.
 - Supervise any external workers inside house and compound.
3. Maintain current inventory of all household and representation items (except food items).
4. Maintain current inventory of wine and liquor for representation.
5. Coordinate general duties among staff.

6. Responsible for table set up and organization of all official functions. Schedule staff for official functions. Main waiter at official functions.
7. Coordinate staff time-off/leave (subject to Employer's approval) and maintain staff leave and overtime records.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, Hanoi.

QUALIFICATION REQUIREMENTS

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. Must have ability to communicate and work effectively with the Employer, other residence staff members, Embassy personnel and vendors.
2. Must be able to prioritize work, and to work under pressure with accuracy and attention to detail.
3. Comprehensive knowledge of residence management services is required.
4. Level 3 (Good working knowledge) Speaking/Reading English in order to communicate orally and in writing with guests, the general public and other Embassy staff is required (this will be tested).
5. Fluency in Vietnamese in order to communicate with local staff, visitors and the general public is required.

TO APPLY

Interested candidates for this position must submit the following, or the application will not be considered:

1. A letter of interest and a completed resume.
2. Documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy, 7 Lang Ha Street, Hanoi.

POINT OF CONTACT

Human Resources Office
U.S. Embassy Hanoi
Tel. 84-4-772-1500
FAX: 84-4-772-0697

CLOSING DATE FOR THIS POSITION: FEBRUARY 1, 2007

(All applications must be received by the closing date to receive consideration)